

Bid Packet for Community Development Block Grant (CDBG) Projects

Bid Advertisement Requirements – for projects of \$50,000 or more

1. Circulation Requirements:

The bid advertisement should be printed at least once in a newspaper of general circulation **and** the regional minority newspaper, The Cincinnati Herald. Contact for the Cincinnati Enquirer is: cin-encompass1@CINCINNA.GANNETT.COM; contact for the Cincinnati Herald is: heraldclassified@yahoo.com.

2. The following language must be included in the bid advertisement:

This project includes federal funding. Contractors must comply with the Davis-Bacon Act in the payment of prevailing federal minimum wage; demonstrate a good faith effort to achieve 10% Minority Business Enterprise participation; and Section 3 of the Housing and Urban Development Act of 1968, which requires opportunities for training and employment be made to lower income residents and contract work awarded to business concerns owned by lower income residents.

IMPORTANT NOTICE TO BIDDERS
FEDERAL CONTRACT COMPLIANCE RESPONSIBILITIES

1. **Davis Bacon Minimum Wage and Federal Labor Standards**

For contracts of \$2,000 or more the contractor and all his subcontractors are obligated to pay their employees the minimum wages and benefits as set forth in the wage decision included in the bid/contract document. In addition, the contractor must abide by the various federal labor standards provisions also included in the bid/contract documents. Weekly payroll reports must be submitted by the contractor and his subs (Form 76HC or its equivalent, i.e. computer prepared payrolls with identical information).

2. **Federal Equal Opportunity Guidelines**

For contracts of \$10,000 or more the contractor and all his subcontractors are obligated to equal opportunity employment standards. Specifically, employment practices for the prime contractor and his subcontractor are covered by Executive Order 11246, prohibiting discrimination.

3. **Section 3**

Section 3 compliance is required for all contracts that are \$50,000 or greater. The Section 3 Action Plan (attached) must be filled out completely by all contractors submitting a bid. Section 3 provides for a preference in awarding the bid, so any Section 3 paperwork not completed will deem the bid non-responsive. For complete Section 3 Policies and Procedures please visit the following link and then Click on "For Small Businesses and Contractors" on the left side of the page:

http://www.hamiltoncountyohio.gov/government/departments/community_development/

4. **Minority Business Enterprise Participation**

Executive Order 11625 and OMB A-102 Attachment O, Section 9 requires affirmative action be taken to ensure MBE participation in federally funded contracts. A MBE participation goal of 10% has been established for Hamilton County Community Development funded contracts. For contracts of \$25,000 or more, the prime contractor is required to document 10% MBE participation or a good faith effort to obtain such participation.

At the minimum, a good faith effort consists of a general contractor identifying and listing all work, materials and services that will not be directly supplied by his own firm. Qualified minority firms (listings available at www.mbe.ohio.gov) must then be contacted to provide quotes for needed subcontracts, materials, or services. A contractor will be required to document his MBE outreach and demonstrate that qualified MBE firms were not available, or did not provide competitive prices for subcontracts, materials, or services. Failure to achieve 10% MBE participation or clearly document a good faith effort will result in the contractor being ineligible for contract award.